

State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena, MT 59604

VACANCY ANNOUNCEMENT

May 7, 2008

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TITLE:	Accounting Supervisor
POSITION NO:	04153
LOCATION:	Business & Financial Services Division, Helena
STATUS:	Full-Time/Permanent
UNION:	Non
PAY GRADE:	Pay Plan 20, Pay Band 6
STARTING SALARY:	\$32,470 - \$40,588 annually. Depending on qualifications and internal equity.
SUPPLEMENT:	Yes

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Wednesday, May 21, 2008.** For further information visit the DPHHS website: www.dphhs.mt.gov/jobs

TRAINING ASSIGNMENT: If there are not a sufficient number of qualified applicants, a training assignment may be considered. In order to be eligible for a training assignment, applicants must possess all but two years of the required education/experience. Salary depends upon education and experience.

TYPICAL DUTIES: Under the direction of the financial manager of the General Ledger & Financial Reporting Section, this position is responsible for overseeing, directing, monitoring, reporting, and analyzing financial activities related to 180 programs and grants within the department. These programs include 90 federally funded grants and incur over \$500 million in expenditures annually. The incumbent will oversee the development and implementation of accounting and financial reporting policies and procedures for each specific grant, contract, and program; establish and maintain controls to ensure timeliness, accuracy, and compliance with federal and state regulations; research and analyze the impacts and effects of changes in federal and state regulations, statutes, Generally Accepted Accounting Principles (GAAP) and the addition or modification of new or existing programs; ensure that changes in policies and procedures are implemented in accordance with state

and federal statutes; provide overall goals and operating parameters for the accounting and financial reporting functions for these program areas; delegate responsibilities to four subordinate accountants and hold them responsible for their performance; review work done by staff; and develop procedures to enable staff to perform their duties accurately and timely.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge of the procedures, theories, and concepts of governmental accounting; large accounting systems, with the ability to analyze and interpret data from various reports and information maintained by the system; internal control procedures and audit and review processes; federal rules and regulations related to the administration of federal grants by states including the Single Audit Act (A-133) and OBM A-87 which deals with rules related to allowable costs and cost allocation methodologies; principles of and reporting for Cash Management Improvement Act; GAAP, including those applicable to state and local governments; governmental budgeting procedures and their relation to the accounting system; principles and processes for providing quality customer service, including customer needs assessment, meeting quality standards for services and evaluation of customer satisfaction.

Skills: Skill with spreadsheets including macros and pivot tables; effective oral and written communication; conflict resolution; multi-tasking; management and organization; and supervision.

Abilities: Ability to develop and implement accounting policies and procedures; translate ideas and theories; interpret complex financial data; formulate solutions/recommendations; work and learn quickly and independently; recognize opportunities for process and procedural improvement and develop effective strategies for implementing appropriate/necessary changes.

EDUCATION/EXPERIENCE REQUIRED: Bachelor's degree in accounting, business, or finance **AND** four years job-related work experience including three years of governmental accounting experience; preparing financial reports for federal grants/programs; interpretation of Federal rules and regulations to federal grant reporting and/or state cost allocation plan development and implementation of appropriate policies and procedures; working with the State's accounting system and financial reporting structure. Two years experience developing and using advanced spreadsheet applications. One year of supervisory experience. Professional level accounting work may substitute for the required education on a year-for-year basis. Equivalent combinations of education and experience will be considered. One

year Structured Query language preferred. CPA license is preferred but not required.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school. (*Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*). **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to:** HUMAN RESOURCES, PO Box 4210, Helena MT 59604; and
4. Supplemental questions.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must

request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

SUPPLEMENT QUESTIONS

Department of Public Health and Human Services

Title: Accounting Supervisor

Position: #04153

Location: Business & Financial Services Division, Helena

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your responses to these supplemental questions must be printed clearly or typed on standard 8.5 x 11 inch paper. Each response should be clear, concise and numbered. Since your responses will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

QUESTIONS

NOTE: Answers to the following questions must be specific as to dates and employers. If this supplement is used as a screening tool, some answers may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. Please describe your experience in interpreting state statutes and federal regulations to develop procedures related to your work environment.
2. Please describe your personnel management experience including your responsibilities and the level of staff supervised.